

**Provision**  
**Regarding the procedure for checking the existence of**  
**Plagiarism of the work done at the Georgian Technical University**

**Article 1. General Provisions**

1. This provision, in accordance with the Law of Georgia “On Higher Education” and other normative acts, establishes the procedure for checking the presence of plagiarism in the work (manuals, auxiliary manuals, monographs, articles, dissertation, master’s thesis, bachelor’s thesis) performed at the Georgian Technical University.
2. The regulation defines the procedures, norms, and the rights and duties of the University staff and students in the said activity of using the computer web platform “Strikeplagiarism.com” program (hereinafter - the program) to detect the presence of plagiarism at the Georgian Technical University (hereinafter - the University).

**Article 2. Definitions of used terms**

The terms used in this provision shall have the following meanings:

- A) Plagiarism – appropriating someone else’s creativity, ideas, and inventions in the field of science and art, using someone else’s work in one’s work without naming the author, and when the results of intellectual work are unlawfully appropriated;
- B) Similarity coefficient – an indicator of similarity/identity of the text of the work with the texts of other literary sources. It shows what part of the work (in percentages) is similar/identical to the texts in various literary sources;
- C) Coefficient of similarity (SC) 1 – part of the work (in percentages), which includes at least 5-word phrases in other literary sources;
- D) Coefficient of similarity (SC) 2 – part of the work (in percentages), which includes sections of at least 25 words in other literary sources;
- E) Coefficient of similarity (QC) 3 – part of the work (in percentages), which includes phrases in other literary sources in the form of quotations;
- F) Similarity report - a statistical report prepared by the program of the web platform “Strikeplagiarism.com”, about the similarity of the text of the work with the texts of other literary sources;
- G) The checking result - the result of verification of the work received through the program of the web platform “Strikeplagiarism.com”;

- H) Author - a university staff/student, as well as an independent person who wants to check the work for plagiarism;
- I) Authorized person - a person who, according to the rules established by the university, issues a recommendation about the publication of the work;
- J) Program Administrator – a person who administers the proper functioning of the “Strikeplagiarism.com” program at GTU;
- K) Program Operator – a person who performs work verification through the program “Strikeplagiarism.com”;
- L) External person – a person who is not a university staff member or a student, and none of the co-authors of a paper is a university staff member or student.

### **Article 3. Use of the web platform “Strikeplagiarism.com”**

1. In the dissertations prepared for the defense at the university, master’s and bachelor’s theses, in scientific journals and collections published under the auspices of the university (including collections of conference reports/theses), in scientific articles prepared for publication, in educational and scientific works prepared for publication under the auspices of the university (fundamentals, auxiliary textbooks, monograph), to detect the existence of plagiarism, the program of the web platform “Strikeplagiarism.com” is used.

2. The program is the intellectual property of the company Strikeplagiarism.com, and its use is allowed only under the conditions established by the agreement signed with the company. Its distribution is prohibited without the written consent of the owner.

3. The program compares the work in Internet resources with the literary sources in the located library databases and will reveal the presence of similar phrases.

4. The program is characterized by the following advantages compared to other programs of similar purpose:

- a) ease of use;
- b) with system security;
- c) with high inspection accuracy;
- d) the program menu is adapted to Georgian, English, Russian, and other languages;
- e) it is possible to check the works done in Microsoft Word, and PDF (not scanned) formats.

5. The use of “Sylfaen” font is a requirement for the paper written in Georgian.

#### **Article 4. Administration of the program**

1. The program is administered by the University's Department of Science and Innovation.
2. To administer the program, the Department of Science and Innovation will appoint a person with appropriate qualifications - the program administrator.
3. The functions of the program administrator are:
  - a) ensuring the proper functioning of the program at the university level;
  - b) in the case of a software error, contact the head office of the web platform "Strikeplagiarism.com" and fix the error;
  - c) collect statistical data of similarity reports and inspection results and submit an annual report to the head of the Department of Science and Innovation.
4. In the case of software development and/or changes, the program administrator is authorized to raise the issue of making corrections to the present regulation before the relevant structural unit of the university.
5. Procedures for checking theses through the program for implementation, in each main educational unit (faculty/school) of the university, a program operator with appropriate qualifications will be allocated, in agreement with the program administrator.
6. Functions of the program operator are:
  - a) receiving papers certified by an authorized person;
  - b) checking the identity of printed and electronic versions;
  - c) uploading (entering) the paper into the program and printing out the inspection result and similarity report;
  - d) to inform the program administrator at once in case of incorrect uploading of the work in the program;
  - e) submitting the monthly and total statistical report to the program administrator with the service card specified in Appendix 1 of this regulation.
7. To control the activities of the program operators, a selective check of the papers is carried out by the program administrator. The administrator informs the head of the science and innovation department about the detected violations.
8. The review of the work of an external person is carried out based on the statement of the author(s) in the name of the Chancellor of GTU, who, according to the current rules, determines the amount of the monetary contribution determined for the review procedure.

## **Article 5. The procedure for checking the work for plagiarism**

1. To check the existence of plagiarism in work, the author(s), except for an external person, must fill out the application specified in Appendix 2 of this regulation and submit it to the academic department of the relevant faculty/school (hereinafter - the academic department), /in the faculty/school academic and scientific literature sectoral commission (hereinafter – the sectoral commission)/in the editorial board of the scientific journal/collection (hereinafter – the editorial board). To submit the printed and electronic versions of the work to be reviewed to the scientific council of the independent scientific research unit of the university (hereinafter - scientific council). It should be mentioned in the statement that the printed and electronic versions of the work are identical, and the number of pages and characters also should be indicated.
2. The authorized person with the service card according to Appendix 3 specified in the regulation applies to the operator designated by the faculty/school, who will be given: the author’s statement, the printed version of the work, and the electronic version on CD.
3. The operator checks in advance (before uploading the paper to the program) whether the electronic version meets the requirements for checking the text through the program.
4. If the electronic version of the paper does not meet the program requirements, the author has the right to submit a corrected electronic version within 7 (seven) working days, which will then be uploaded to the “Strikeplagiarism.com” program.
5. The operator prepares the inspection result and the similarity report defined by Appendix 4 of this Regulation no later than 5 (five) working days.
6. In the monograph and scientific article presented by the author(s) the maximum allowable values of the similarity coefficient obtained as a result of the check are:
  - a) the similarity coefficient (SC)1 should not exceed 40%;
  - b) the similarity coefficient (SC)2 should not exceed 5%;
  - c) the similarity coefficient (QC)3 should not exceed 20%.
7. In the manuals provided by the author(s), the maximum allowable values of the similarity coefficient obtained by checking the supporting manual are:
  - a) the similarity coefficient (SC)1 should not exceed 60%;
  - b) the similarity coefficient (SC)2 should not exceed 10%;
  - c) the similarity coefficient (QC)3 should not exceed 25%.
8. The maximum allowed values of the similarity coefficient obtained as a result of checking the completed and revised manual submitted by the author(s) are:
  - a) the similarity coefficient (SC)1 should not exceed 60%;

- b) the similarity coefficient (SC)2 should not exceed 10%;
- c) the similarity coefficient (QC)3 should not exceed 25%.

9. The maximum allowable values of the similarity coefficient obtained as a result of verification in the dissertation presented by the author are:

- a) the similarity coefficient (SC)1 should not exceed 25%;
- b) the similarity coefficient (SC)2 should not exceed 5%;
- c) the similarity coefficient (QC)3 should not exceed 25%.

10. The maximum allowable values of the similarity coefficient obtained as a result of checking in the Master's thesis presented by the author are:

- a) the similarity coefficient (SC)1 should not exceed 60%;
- b) the similarity coefficient (SC)2 should not exceed 10%;
- c) the similarity coefficient (QC)3 should not exceed 30%.

11. The maximum allowable values of the similarity coefficient obtained as a result of examination in the Bachelor's thesis presented by the author are:

- a) the similarity coefficient (SC)1 should not exceed 65%;
- b) the similarity coefficient (SC)2 should not exceed 15%;

The acceptable norm of the similarity coefficient obtained as a result of checking the Bachelor's thesis with the (SC)1 and (SC)2 coefficients, taking into account the specifics of the field and the thesis, including the purpose of the thesis, the task and the ways of its solution, is decided by the commission for the defense of the Bachelor's thesis. Bachelor's thesis is not checked by (QC)3 similarity coefficient.

12. The operator sends the scanned version of the application, the electronic version of the paper, and the result of the checking to the program administrator.

13. The verification result and the full report of similarity (a copy) will be provided to both the author(s) of the paper and the authorized person, upon request.

14. After receiving the inspection result, the authorized person prepares the conclusion defined by Appendix 5 of this provision.

15. In case of exceeding the maximum allowable values of the similarity coefficient, the paper will not be accepted for review and will be returned to the author(s).

16. The academic department / sectoral commission / editorial board / scientific council is responsible for the decision to submit the work to the council in case of finding plagiarism or violation of the norm of similarity coefficients as a result of checking the work.

## **Article 6. Terms of service with the program**

1. Plagiarism check of works: thesis, monograph, manual, auxiliary manual, article, Master's and Bachelor's thesis is mandatory.
2. The initial mandatory check for plagiarism of the work submitted by the established procedure in the academic department / disciplinary commission / editorial board / scientific council is free of charge.
3. The price of preliminary checking (including re-checking) of works: thesis, monograph, manual, auxiliary manual, article, Master's, and Bachelor's thesis is determined according to the number of pages, according to the cost established by GTU for the plagiarism check service.

## **Article 7. Appeal**

1. In case of disagreement with the decision of the authorized person, the author and/or his scientific supervisor, the next 2 (two) working days, is allowed to appeal to the director of the relevant faculty/school board/independent scientific research unit.
  2. The faculty/school board/independent scientific research unit director creates a commission, which takes a relevant decision within 10 (ten) working days.
1. The author and/or his scientific supervisor can appeal the decision of the authorized person only once, according to the procedure established by this article.

## **Article 8. Services of external persons**

1. The author, if he/she is an independent/external person, to check the work for plagiarism, together with the statement specified in Appendix 6 of the provision and the printed and electronic (on CD) versions of the work, must submit the payment receipt for the amount determined by the university for the service of checking the work for plagiarism.
2. The paper is checked by the faculty operator of the relevant field. He/she ensures the issuance of a signed inspection result and similarity report within 5 (five) working days.

## **Article 9. Procedure for the provision approval**

1. The Department of Science and Innovation will develop a draft provision, which will be reviewed by the University's Academic Council and submitted to the University's Representative Council (Senate) for approval.
2. The provision enters into force from the date of approval by the representative council (senate) of the university.

**Appendix 1**

To the administrator  
of the “Strikeplagiarism” program  
of the Georgian Technical University

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.....  
of the faculty/school (specify the faculty/school)  
Program operator ..... (name, surname)

**Service card**

Checked by me (indicate the author, type and title of the work):

.....  
.....  
.....  
..... on the existence of plagiarism.

Total: ..... (specify monthly quantity/total quantity)

from here -

1. Mandatory free.....(specify monthly quantity/total quantity)

2. Paid ..... (specify advance/recurring monthly quantity/total quantity)

.....  
Date

.....  
program operator signature

**Appendix 2**

The Georgian Technical University

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.....

of the faculty/school (specify the faculty/school)

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to the head of the academic department/

to the chairman of the sectoral commission of educational and scientific literature / editorial board of a scientific journal / collection / scientific council of a scientific and research unit

.....

Name, surname, educational program/position, e-mail address, phone number of the author/authors of the paper

**Statement**

Please instruct the concerned department to check the prepared by me/us thesis (specify the type of thesis):

on the existence of plagiarism.

I/We certify that:

1. Work (title)

.....

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prepared by me/us and it does not infringe the copyright of third parties;

2. Printed and electronic version paper are identical.

3. Number of pages -

4. Number of characters –

.....

Date

.....

Signature of Author(s).



**Appendix 3**

To the operator of the "Strikeplagiarism" program  
of the Georgian Technical University

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of the faculty/school (specify the faculty/school)

.....of the head of the academic department/  
of the sectoral commission of educational-scientific literature/  
editorial board of the scientific journal/collection/  
Chairman of the scientific council of the scientific-research unit

**Service Card**

Please check the author(s) .....

Paper prepared by (indicate the type and title of the paper):

.....  
.....  
.....  
..... on the existence of plagiarism.

**Appendix:**

- Author(s) statement;
- printed version of the paper;
- Electronic version of the paper (on CD).

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Date

The signature of the head of the faculty/  
academic department of the school/  
of the sectoral commission of educational-scientific literature/  
editorial board of the scientific journal/collection/  
Chairman of the scientific council of the scientific-research unit

Similarity Report

Author(s) .....

Title of the work .....

.....

Number of pages .....

Number of characters.....

Field/specialty .....

Academic department of the faculty (indicate the faculty) / sectoral commission of educational and scientific literature / editorial board of the scientific journal / collection (indicate the name) scientific-research unit (indicate the name)

.....

The type of the work:

- Dissertation work;
- Article;
- Monograph;
- Manual;
- Auxiliary manual;
- Master's Thesis;
- Bachelor's Thesis;
- Other

The result of the check obtained through the program "Strikeplagiarism" showed the following:

- Similarity coefficient (SC1) is ..... %
- Similarity coefficient (SC2) is ..... %
- Similarity coefficient (QC3) is ..... %

Appendix:

- Author's statement (copy)
- Printed version of the paper
- Electronic version of the paper on CD
- The result of the check

.....

.....

Date

The operator's signature

The Georgian Technical University .....

Faculty/School (specify Faculty/School) the head of the Academic department/ of the sectoral commission of educational-scientific literature/ editorial board of the scientific journal/collection/ Chairman of the scientific council of the scientific-research unit

**Conclusion about the work**

Author(s):

.....

Name of the work (indicate the type of work):

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.....  
.....

Number of pages.....

Number of characters.....

Field/specialty .....

Based on the discussion of the result of the similarity report of the paper, the conclusion was made:

- The work does not contain plagiarism. Similarities revealed in the work are allowed. Thus, the paper is accepted/allowed for defense/publication.
- The scientific paper contains plagiarism / the coefficient of similarity revealed in the paper exceeds the permissible norm, therefore, the paper will not be accepted on protection/will not be published.

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Date

The signature  
Of the head of the Academic Department/  
of the chairman of the sectoral commission/  
editorial board/  
Chairman of the scientific council of the scientific-research unit

LEPL - Head of Administration (Chancellor) of The Georgian Technical University

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Name, surname of the author(s) of the paper.

Personal number,

E-mail address,

Telephone number

Workplace

**Statement**

Mr. \_\_\_\_\_,

Please instruct the appropriate department to check the paper prepared by me/us (indicate the type of paper) for similarities with the texts of other literary sources.

Work .....

.....

(name)

I/We certify that:

1. The printed and electronic versions of the work are identical.
2. Number of pages -
3. Number of characters -

Appendix: printed version of the paper;  
electronic version of the work (on CD);

.....

Date

.....

Signature of author(s).

**Amounts of the service fee for checking the plagiarism of the work**

1. The initial mandatory check for plagiarism of theses: dissertations, monographs, textbooks, auxiliary manuals, articles, and master's and bachelor's thesis is free of charge.

2. Preliminary check before the first mandatory check for the existence of plagiarism of the work and/or in case of a negative result after the mandatory check, the repeated check is chargeable and is determined according to the number of pages of the work.

3. The cost of preliminary and/or re-examination of thesis, monograph, textbook, auxiliary manual, master's and bachelor's thesis is 50 tetri/page.

4. The cost of preliminary and/or repeated inspection of scientific articles and papers of small volume (not more than 4 (four) pages) is 5 (five) GEL/page.

5. All papers can be checked for plagiarism no more than 3 times, including the initial mandatory check.

6. The fee for checking the plagiarism of a work submitted by an external person is determined by the amounts established in paragraphs 3 and 4.